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ABSTRACT

This report details the research activities conducted by Del Mar College, as a subcontractor of Project FOLLOW-UP, in the design, development, and implementation of a graduate follow-up system. The activities included questionnaire design, development of manual and computerized record-keeping systems, student-graduate identification, and establishment of contact procedures. An advisory committee was formed to guide the general organization and design of the system. Three types of questionnaires were tested: a 28-question booklet, a one-page 21-item fill-in-the-blank questionnaire, and a 13-item computer-generated form. Response rates were found to be similar for all. Two hundred eighty-eight 1975 graduates were exit interviewed by telephone (83) or personally (205) to test the impact of exit interviewing on the response rate to mailed questionnaires; although this seemed time-consuming and nonprofitable overall, as much as a 20% increase in response rate was noted for some groups. Problem areas in the study included questionnaire design, postage expense, identification of certain types of students, and maintenance of voluminous information. It is recommended that random sampling, computerized information management, and bulk mailing be used in the future to reduce cost. Questionnaires, response rate tables, and related materials are appended. (JDS)

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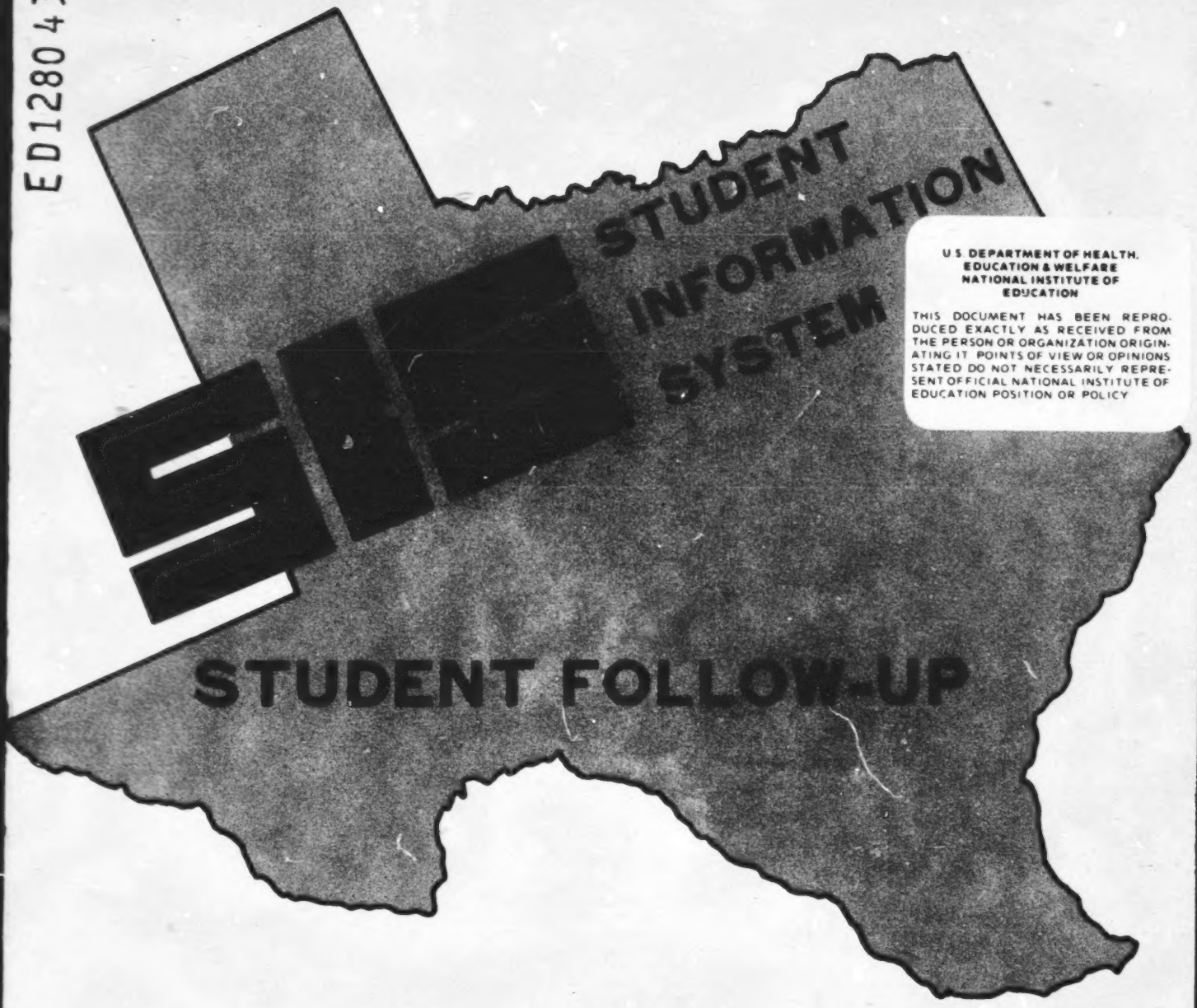

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SC4
Follow-up Methodology
By Del Mar College

JC 760 480

PROJECT FOLLOW-UP

MANAGEMENT INFORMATION SYSTEM

A COMPREHENSIVE STUDY AND EVALUATION OF ACADEMIC, TECHNICAL AND VOCATIONAL DEL MAR COLLEGE GRADUATES FROM SEPTEMBER 1, 1973, THROUGH AUGUST 31, 1975, INCLUDING WAYS, MEANS, INSTRUMENTS, RELATIONSHIPS, AND METHODS OF FOLLOW-UP

DEL MAR COLLEGE
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AUGUST 1976

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INTRODUCTION

This is a final report on the progress of a follow-up study of Del Mar College graduates from September 1, 1973, through August 31, 1975. The study includes questionnaire design, record-keeping systems, student-graduate identification and contact procedures. Amended to this report are samples of various data and instruments used in this study.

This report covers the work done and progress made from December 1, 1974, through June 30, 1976. The project was supported by funds administered by Tarrant County Junior College District for the Texas Education Agency.

STATEMENT OF ACTIVITIES

The activities accomplished during this nineteen-month study can be grouped into the following areas:

1. Establishment and use of Advisory Committee
2. Personnel and organization
3. Student and graduate identification
4. Record keeping (manual-computer)
5. Techniques used in follow-up
6. Questionnaire design and testing
7. Mailing techniques
8. When and how often to follow-up
9. Employer follow-up
10. The total follow-up system

The follow-up advisory committee was organized in December of 1974. The follow-up advisory committee was formed to guide in the general organization and design of the Del Mar College follow-up system. The size of the advisory committee has varied from six to twelve members.

The follow-up system is under the direction of the Placement Director. Initially a full-time clerk and a part-time supervisor assisted with the maintenance of the system.

It was necessary to establish several methods of identifying prospective graduates and graduates. The size of our student body, the existence of two separate physical facilities and the continual completion of students made it necessary to identify and to anticipate completion or graduation for exit interview purposes.

We have continued to develop record-keeping systems. We have decided on a manual system using Rolodex Cards and a computer system using the Cathode Ray Tube to enter and update data.

Follow-up is more than mailing a questionnaire to receive a response. In fact, to achieve a desired percentage of responses, several techniques were tested and used. Some of the techniques tested were oral exit interviews, phone exit interviews, mailing techniques, use of criss-cross phone books, friends and instructors.

Three types of questionnaires were used and tested. They were a short answer, a check the box and a computer generated questionnaire. It was necessary to determine which questionnaire worked best.

One of the activities of concern to many is when and how often a follow-up should be done. The follow-up could be done on a yearly basis for five years or possibly in the first, third and fifth year after graduation.

An employer follow-up study was conducted on a selected program and a questionnaire was designed and tested.

The final activity to be treated in this report will be the design and implementation of the system at Del Mar College. Its efforts, analysis and use will be discussed.

PROCEDURES

The procedures used to implement and study the activities performed will be explained in this section.

The advisory committee formed in December of 1974 proved to be a useful group. The follow-up advisory committee is made up of representatives from various divisions within the college and a sampling of representatives from the community. In the beginning, only school personnel were on the committee, but outside members were later selected to serve on the committee.

The early meetings were organizational in nature and the following meetings were for design and implementation of the system. The advisory committee has had a continued interest in the development of this follow-up study and has continued to make suggestions.

The single most important contribution made by this group was the assistance given in working together to achieve the goal of designing a follow-up system that was practical and that could be used to benefit the students, graduates, college, employers, community, and various reporting agencies.

The advisory committee also provided information that they thought should be included in the follow-up questionnaires. A list of this information is included in Appendix A. From this list of forty-five items a signle questionnaire has evolved with thirteen questions. This questionnaire can be used for students discontinuing their education, graduating, and for exit interviewing. (see Appendix J.)

The personnel to be involved in follow-up was the next area of concern. In the beginning three people were used. A full-time clerk, the Placement Director, and a part-time supervisor. As the system grew, added responsibility necessitated additonal personnel and an Assistant Placement Director was added to maintain the system. An organizational chart can be found in Appendix B. As a system becomes larger and the need for follow-up continues, additional support will have to be given.

The next area to be treated will be the methods used to identify students and graduates for follow-up. To understand the problem, it is necessary to realize that enrollment periods at Del Mar College are of two types. The two types are clock hour and semester hour enrollments.

The semester hour student enrolls or registers by the semester. The academic and technical students register and graduate under the semester hour system. These students are under the registrar on the East Campus. Commencement is held in early May for all graduates. Students that will not complete until August walk across the stage in May also.

The vocational students are on a clock hour system. They register or enroll quarterly and complete when they finish their required number of hours. The vocational students are under the assistant registrar on the West Campus. The vocational commencement is held in early May also for all vocational students completing from September 1, through August 31.

The problem of several registration periods, continuous graduates, two registrars offices, and two physical facilities makes record-keeping difficult. It was first thought that we would depend on the other offices to tell us who the students and graduates of this institution were for follow-up purposes. As it turned out, the time it took to retrieve the needed information on some students made it necessary to design several methods to identify the graduates.

The semester hour students are now identified for graudation on the student's master file as they become eligible for graduation. This file is merged with the follow-up file by the Data Processing Department.

The clock hour students are treated differently. They are pre-registered with the Placement office by the use of the card shown in Appendix C. The date the student enrolls gives us the key to when that student will complete his training. We file these cards so that we can anticipate the quarter a

student will need an exit interview prior to leaving the campus. For example, a student may complete his training in September, 1975, and go to work in another state. This graduate would not be eligible for commencement until the following May, 1976. This student has been away from school for seven months. Forty percent of our graduates leave the Corpus Christi area after graduation.

Another system we have used to insure current and up-to-date information is through the use of the change of status form. The change of status form enables us to capture current and permanent addresses if they are different from the student's master file. An example of the change of status form can be found in Appendix D. Completing students are entered in our graduate follow-up file on a continuing basis.

The change of status form is filled out as the student withdraws from or completes his training. The follow-up clerk receives a copy and updates the follow-up file through a Cathode Ray Tube.

Two types of record-keeping systems have been tested and used. The two systems are a manual system and a computer system. The manual system works well but we quickly outgrew its practicality because of the large number of students in the system.

The manual system (Appendix E) was designed so that the information could be recorded and updated as information was received. These cards are stored in file boxes by year and major, in alphabetical order.

The computer system evolved from an early keypunch system to the use of a Cathode Ray Tube entry system. See Appendix F for the coding system and major codes. The advantages of the Cathode Ray Tube for entry are many. Most important when exit interviewing, the student follow-up records can be updated while the student is being interviewed. This makes any manual form obsolete. A second advantage is that one instantly sees the information on a screen that is entered on the student's record. Thirdly, it gives the follow-up staff control over when and what appears on the student follow-up file. When a questionnaire is received, the information is instantly stored in the follow-up file through the Cathode Ray Tube.

A filing system was designed so that we could incorporate Placement files with follow-up files. The two areas are related, but it took considerable thought to design a working system. An example of the filing system is shown in Appendix G. The non-graduates and graduates are filed in alphabetical order, by major and year. Example:

1. Year 1973
2. Allied Health
3. Registered Nurse
4. Smith, Jane

5. Graduate or Non-graduate

The filing system is also color coded as follows:

1. Yellow label - Vocational

2. Blue label - Academic

3. Green label - Technical

The graduates are identified through the addition of the year of graduation to their folder. Social security numbers are hand written inside of each folder to insure the correct identification of each student or graduate. In each student's folder is filed Placement and Follow-Up documents for a five year period.

The techniques used in follow-up were tested and implemented as follows. Questionnaire design and use is one of the most widely accepted methods of follow-up. We evolved from a one sequence mailing to a four sequence mailing. Three different questionnaires were tested.

Exit interviewing was the next area tested. Exit interviewing can be broken down into three basic types. The three types that were tested are the personal, phone and group exit interview.

Other techniques that were used were the use of the criss-cross phone book, teachers, friends and employers to obtain information on graduates.

The three types of questionnaires that were designed and tested were products of the advisory committee. From the list of questions provided by the advisory committee, the most common or pertinent questions were chosen and were included in the design of each questionnaire. The three questionnaires were sent to the advisory committee members and were evaluated by each person. The questionnaires were then rewritten and printed along with a reminder post card, reminder letter and a final reminder letter. The three types of questionnaires are as follows:

1. Questionnaire A (Appendix H) is a booklet with 28 questions, each question containing 2 to 10 parts with an enclosure letter printed on the questionnaire.

2. Questionnaire C (Appendix I) has a cover letter, with 21 fill-in-the-blank questions.

3. Questionnare B (Appendix J) is a three-panel card that is printed by a computer. One side includes a short letter with a post-paid business reply panel. The reverse side includes a 13-question questionnaire with the students name and address for mailing purposes. This questionnaire is used for graduates, withdrawals and for exit interviews.

Mailing techniques can be grouped into two areas: bulk mailing and first-class mailing.

Cost, corrected address, and results desired should be considered in choosing the method of mailing.

First-class mailing of questionnaires offers a cost of 13 cents, an automatic forwarding or return and, some feel, better treatment by the Post Office. Some researchers feel the person receiving the mail prefers to receive first-class mail.

Bulk mailing offers a cost of 1.8 cents, may be stamped "address correction requested", must be bundled by zip code for mailing and is treated as "bulk mail." The cost difference is significant enough to justify bulk mail regardless of other disadvantages.

When a follow-up should be done, can best be determined by the objective. For example, if a high rate of return is desired, it would be advisable to do the follow-up when graduates would be likely to be at a home address such as during the Thanksgiving-Christmas holidays. On the other hand, if information is going to be used to fill out various state and federal reports the follow-up will have to be done to meet these reporting dates.

How often a follow-up should be done can best be answered by saying as often as necessary and possible. Originally, we intended to do a one month, three month, six month and one year follow-up for five years. Needless to say, it is not practical. Ideally it would be nice to do a one month follow-up, but it is much more practical to wait until one year after graduation. A one year, three year and five year follow-up would meet most needs.

An employer follow-up has been done on our Licensed Vocational Nursing Program. An example of the questionnaire is found in Appendix N. We originally used a different type of questionnaire but later changed to the one shown because it could be computer generated. The results of our first employer follow-up are shown in Appendix O.

The basic ingredients in the Del Mar College follow-up system are: graduate identification, exit interviews, instrumentation, retrieval and use of results.

Students are pre-registered with the Placement service when they enroll in Del Mar College. (Pre-registration card also is used for exiting students as shown in Appendix C.) This gives the Placement-Follow-Up office a record of the basic information necessary for pursual of follow-up data.

All graduates are followed up for five years. It is part of the withdrawal and graduation process to be exit interviewed by the Placement office. At this time, students are made aware of the follow-up program. Seven months after leaving Del Mar, the student will receive the first of a series of four mailings which are discontinued when a response is received. If no response is received within three weeks after the fourth mailing, a phone contact is attempted. The four mailouts are listed below:

1. First questionnaire (Appendix J)

2. Post-card reminder (Appendix K)

3. Reminder letter and additional questionnaire (Appendix L)

4. Final reminder letter (Appendix M)

The Del Mar College Follow-up questionnaire is approved by the Texas Education Agency and the Veterans' Administration. The follow-up questionnaire and mailing labels are completely computer generated. The results of the follow-up are compiled into various reports and charts as shown in Appenidx P. The results are available to prospective students, students, graduates, faculty and employers.

INSTRUMENTATION

The maintenance of the record-keeping system is a continuing process. In the beginning when a student graduated, a Rolodex card was filled out and a record of contact was kept on the back side. (see Appendix E.) If the student was exit interviewed or returned a questionnaire, we recorded the information manually.

As the follow-up system matured, we found that the time taken for record-keeping was penalizing the system. At this time, we converted the entire system to the computer, with entry done through the Cathode Ray Tube. With the current system the student or graduate does the manual work by completing a registration card or a questionnaire. The follow-up staff enters this data directly into the computer.

A record of contact is maintained on the student by entering the last date of contact into the computer. Retrieval of information from the system can be by several methods. Individual information can be taken from the Cathode Ray Tube or group information by year, major, or type of student can be put on a computer print out.

Exit interviewing techniques have been tested and implemented. Two types of exit interviews were tested. Of the 873 May, 1975, graduates, 83 were telephone exit interviewed and 205 were personally exit interviewed.

The students were told that he or she would be included in a follow-up study. The results of questionnaire response were compared to those exit interviewed with those not, and the rate of response was compared by major field of study.

To insure that the exit interviews were conducted in a uniform manner, a list of general instructions (Appendix Q) for the interview were written. To answer various questions commonly asked by persons being interviewed a list of suggestions to the interviewer (Appendix R) was designed.

Questionnaire design, use of reminders, type of postage, exit interview, and student major (academic, technical and vocational) were tested in the following follow-up studies:

1. January 6, 1975
   Existing one page questionnaire, mailed to 175 vocational students.

2. Janaury 23, 1975
   Existing one page questionnaire, mailed to 75 students.

3. February 5, 1975
   Three new questionnaires plus three reminders, mailed to 1170, 1973-1974, vocational, technical and academic graduates.

4. August 5, 1975
   Veterans Administration Questionnaire Number 22-8722, plus three reminders, mailed to 369 vocational certificate program graduates.

5. August 8, 1975
   Computer generated questionnaire plus two reminders, mailed to 873 May, 1975, vocational, technical and academic graduates.

An existing questionnaire was used as a control instrument and mailed to 75 students on January 23, 1975 and to 175 former students on January 6, 1975. Both of these mailings were done using first-class postage.

The three new questionnaires were mailed to 1170, 1973-1974 graduates on February 5, 1975. One-third of the graduates received Questionnaire A (Appendix H), one-third received Questionnaire B (Appendix J) and one-third of the graduates received Questionnaire C (Appendix I.) Five days later each group was mailed a reminder post card. (Appendix K.) Five days later a reminder letter (Appendix L) including an additional questionnaire was mailed. Five days later a final reminder letter (Appendix M) was mailed. The sequence terminated when the graduate responded. The 1170 graduates follow-up was done using bulk postage.

On August 5, 1975, a four sequence mailout (Appendix W) was done on 369 Del Mar College vocational certificate program graduates. In order to meet the Veterans' Administration requirements several modifications in our system had to be made. This follow-up was done using first-class mail in the following manner. On August 5, 1975, the Veterans' Administration Questionnaire Number 22-8722 was mailed. (see Appendix S.) On August 12, 1975, a post-card reminder was mailed (Appendix K) to non-responding graduates. On August 19, 1975, the Veterans' Administration Questionnaire Number 22-8722 (Appendix S) and a reminder letter (Appendix L) were mailed to students not responding. On August 26, 1975, a final reminder letter (Appendix M) was mailed to graduates not responding.

On August 8, 1975, a three sequence mailout was done on 873, May, 1975, Del Mar College graduates. (Appendix X.) The Del Mar College computer generated questionnaire was mailed on August 8, 1975. On August 15, 1975, a post-card reminder (Appendix K) was mailed to those graduates that had not responded. On August 22, 1975, a reminder letter was mailed to those graduates not responding. (Appendix L.)

INFORMATION ANALYSIS

On January 6, 1975, 175 questionnaires (Appendix T) were mailed to students that had withdrawn or completed a vocational program in the prior three months. On the 18th day the response was 14.85 percent. The highest rate of return was four days later (January 10, 1975) which was 6.28 percent of the total

response. First-class postage was used.

On January 23, 1975, 75 (Appendix U) questionnaires were mailed by first-class mail to students that had withdrawn or completed a vocational program in the prior 30-day period. On the 17th day the response was 20.00 percent. The highest rate of return was four days later, January 27, 1975, which was 5.33 percent of the total response. These two sample mailings (using existing questionnaires and no reminders) gave us an estimate of our present rate of response.

On February 5, 1975, 1,170 questionnaires were mailed (Appendix V) to our 1973-1974 graduates. Mailings were done by bulk mail. The following is a breakdown of the results of this mailing:

1. 505 students responded or 43.16% of the total number of graduates.

2. | | |
   |---|---|
   | Academic Response | 41.00% |
   | Technical Response | 36.00% |
   | Vocational Response | 52.00% |

3. | | |
   |---|---|
   | Questionnaire A Response | 33 1/3% of total |
   | Questionnaire B Response | 33 1/3% of total |
   | Questionnaire C Response | 33 1/3% of total |

The August 5, 1975, Veterans' Administration Follow-Up on certificates programs provided a response of 65.31 percent. (Appendix W.) Using the Veterans' Administration form 22-8722 did not hinder the response rate. It did slow the clerical process down because each questionnaire had to be hand labeled with a carbon made for the third sequence. We have since had the Del Mar College computer generated questionnaire (Appendix J) approved for use by the Texas Education Agency.

The August 8, 1975, Del Mar College graduate follow-up resulted in a response rate of 37.46 percent. Of the 873 graduates, 327 responded to follow-up. (see Appendix X.) Below is an analysis of the response rate by type of graduate and exit interview technique used.

Type of Graduate	Number in Group	Number & Percent Respond.
1. Academic		
control group	345	111 or 32.17%
phone exit interview	56	26 or 46.41%
personal exit interview	123	50 or 40.65%
2. Technical		
control group	87	39 or 44.82%
phone exit interview	7	2 or 28.57%
personal exit interview	40	27 or 67.50%
3. Vocational		
control group	183	62 or 33.87%
phone exit interview	20	7 or 35.00%
personal exit interview	12	3 or 25.00%

PROBLEM AREAS

One problem encountered in mailing a folded, booklet-type questionnaire (Questionnaire A, Appendix H), by bulk rate was that the questionnaire was lost from the envelope. We had numerous calls from students saying they had received an empty envelope. Envelopes must be sealed securely.

After receiving responses from graduates receiving Questionnaire A (Appendix H), we realized we had not asked for some pertinent information. We had left out the following questions:

A. Social security number

B. Date of graduation

C. Name and city of College presently attending

The most time consuming problem area was that on each questionnaire we asked the student to state his or her major and date of graduation along with other data we already had from other records. The problem would arise when the student would give us their present major at the college they were currently attending.

When redesigning Questionnaire B (Appendix J) to be mailed to our May, 1975, graduates, the student's name, address, social security number, major, date of graduation and phone number was printed on the questionnaire. We also pre-addressed the questionnaire.

Mailing the Del Mar College and Veterans Administration questionnaire in one cycle proved confusing.

The cost for postage on our system has become high. We spent $548.78 for postage in August and September, 1975.

It is imperative that we be able to identify veterans and CETA students at any interval. This proves to be difficult on a manual system. We have resorted to placing colored metal flags on students' follow-up cards.

Reports and reporting periods should be unified for all programs: local, state, and federal.

The Veterans Administration requires proof of returned or attempted mailing contact.

CONCLUSIONS AND RECOMMENDATIONS

Random sampling will probably have to be considered as the most feasible of obtaining needed information when dealing with large numbers of people, record keeping becomes difficult.

The type of questionnaire designed and mailed should be the type that would best meet individual school needs. The rate of response was equal on

our three questionnaires, but it should be remembered that we did not have a long questionnaire that would be time consuming to complete. The type of questionnaire does not seem to have any correlation to the percentage of returns.

Our efforts to date tend to indicate that with the increasing number of students to be followed up and the postage cost will have to be carefully calculated.

The results of our efforts to date would indicate that the only advantage to using first-class mail rather than bulk mailing would be that forwarding addresses are obtained. The difference in the two rates should be carefully considered. Address correction can be requested on bulk mailings.

OTHER PERTINENT INFORMATION

Exit interviewing seemed to be time consuming and non-profitable. A more controlled situation and larger groups would have to be tested to get valid results.

No significant increase in responses were noted by using exit interviews. However, a 10 to 20 percent increase was noted in some groups. Having two campuses makes a compulsive exit interview of graduates almost impossible.

If a statewide system is implemented the following problems should be considered.

1. Agencies should have one reporting period and accept each schools individual questionnaire.

2. Duplication should be eliminated by various agencies and accrediting groups. Programs should be treated the same and this should include non-career programs. If accountability is the ultimate goal follow-up, then the measuring tool should be applied to academic, technical and vocational programs.

3. If employer follow-ups are to be required, the requesting agency should bear the expense.

In converting our follow-up system to a computer system it will become imperative for the Placement and Follow-Up office to have its own Cathode Ray Tube (CRT) unit to do a more proficient job in follow-up. The CRT unit will serve to inquire on students to be followed up and also to update a student's file. For example, a new address or telephone number can be entered immediately upon receipt of a questionnaire in the Follow-Up office.

Future Plans

Our future plans are to continue entering data into our computer system on our technical and vocational graduates.

Presently, we are analyzing the results from our Employer Follow-Up on our Licensed Vocational Nurses. Questionnaires were mailed on April 28, 1976,

and we are still receiving responses to date.

We are also engaged in a one-and two-year follow-up on all technical and vocational students. These results will be used to complete Follow-Up reports for the Veterans Administration and Texas Education Agency.

APPENDIX A

ADVISORY COMMITTEE LIST

OF SUGGESTED QUESTIONS

1. Name
2. Address
3. Phone Home and Business
4. Sex
5. Ethnic Origin

   American Indian
   Negro
   Oriental
   Spanish Surname
   Anglo American
   All Others

6. Birthdate
7. Birthplace
8. Martial Status
9. Parent's Address
10. Name and address of a relative or friend (not living with you) who could be contacted in case you move and we lose contact with you.
11. Course of study
12. Date of graduation from Del Mar
13. High school attended
14. Date of high school graduation
15. College years completed

16. Record of college work

17. If gone on to senior college:
    Name of college
    Date entered
    Number of hours completed
    Major field

18. Continuing education for baccalaureate?

19. Do you plan to take additional vocational training?

20. Are you a veteran?

21. Employed in occupational trained?

22. Employed in related occupation?

23. Employed in unrelated occupation?

24. Employed part time?

25. Entered military?

26. Other reasons unavailable for employment

27. Place of Employment Salary

    1 month
    6 months
    1 year
    2 years
    3 years
    4 years

28. Number of weeks after graduation before obtaining permanent work.

29. Position now holding.

30. Hours of work per week

31. Immediate supervisor

32. Poistion title

33. Time in this position

34. Duties (Be as specific as possible)

35. Length of employment with present employer

36. Approximate starting salary

37. Approximate present salary

38. Were you employed in your field before graduating?

39. Did you move from your hometown to obtain a job in the field you were trained for? If yes, list your hometown.

40. Do you feel you were hired because of the training received?

41. Do you feel the training contributed significantly to your job success?

42. Did you seek employment in the occupation for which you were trained?

43. Do you feel you received sufficient training to prepare you for your present employment? If not, why?

44. Was the course sufficient in length or do you feel it would have been better for you if the course was longer/shorter?

45. Did the instructor present a realistic view of working conditions and requirements of industry?

46. As you know, employer-employee relations are very important for successful employment. Was this adequately stressed along with work habits and attitude?

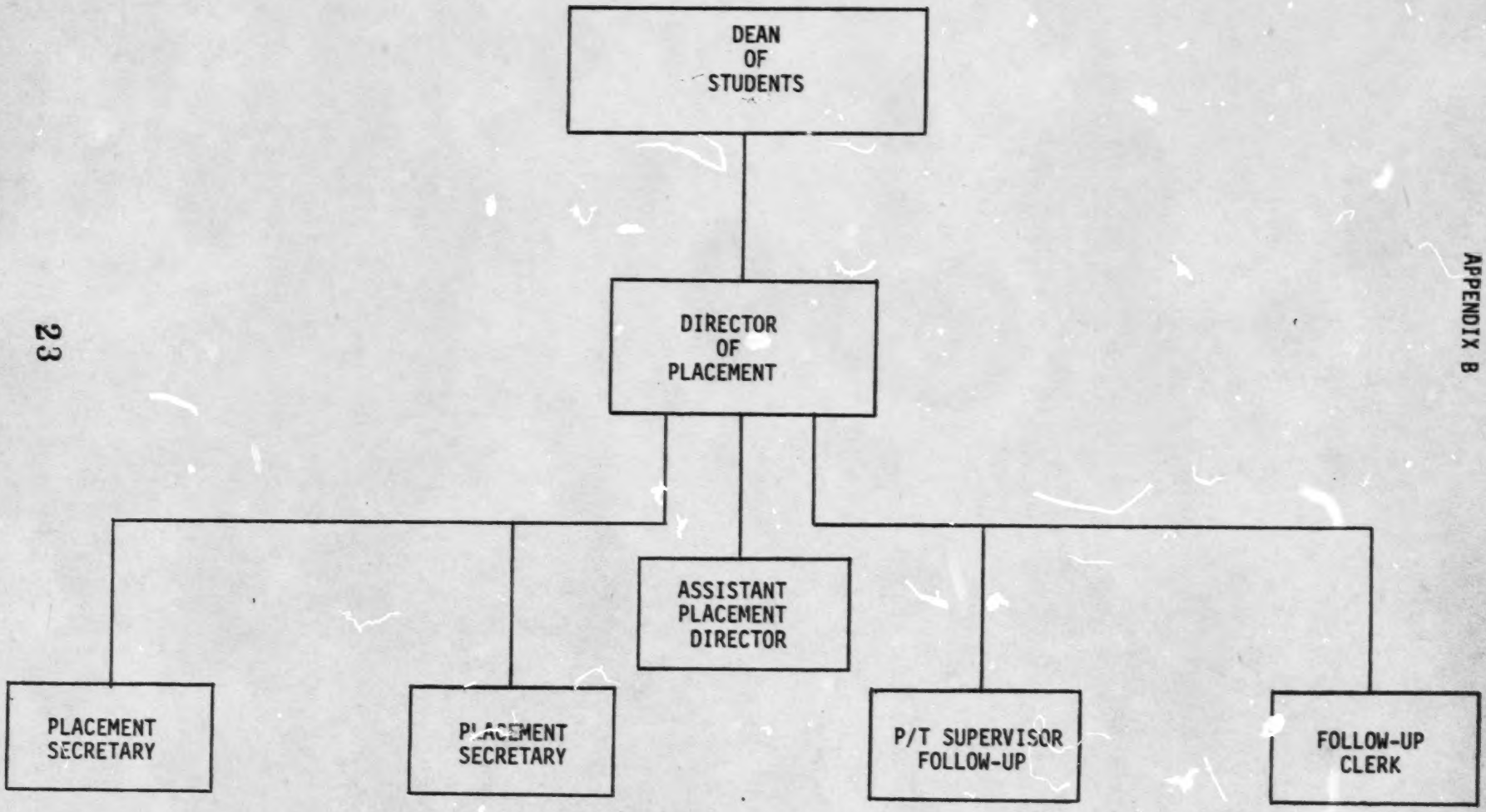
47. Was the equipment in the laboratory comparable to that used in industry? It is our wish to keep our training up to date and efficient in every way. What comments can you make regarding the improvement of the training you received?

48. List in order of importance those areas of instruction received at Del Mar that you feel were of most value to you in your present position.

49. List in order of need the areas of instruction received at Del Mar that you feel were not sufficiently covered.

ORGANIZATION CHART

PLACEMENT



APPENDIX C

REGISTRATION AND EXIT INTERVIEW CARD

DATE_____ INSTRUCTORS NAME_____

MAJOR_____ PHONE NUMBER_____

NAME_____ SS#_____

CURRENT ADDRESS_____
Street City Zip

PERMANENT ADDRESS_____
Street City Zip

COMPLETION DATE_____ WITHDRAWAL DATE_____

EMPLOYER:

Name of Company_____

Address of Company_____

Name of Supervisor_____

Your Title_____ Starting Salary_____

How Many hours do you work per week?_____

CHANGE OF STATUS FORM

DEL MAR COLLEGE CHANGE OF STATUS FORM

SOCIAL SECURITY NUMBER TODAY'S DATE

STUDENT'S NAME CURRENT PHONE NO.

CURRENT STREET ADDRESS CITY

STATE ZIP PERMANENT PHONE NO.

PERMANENT STREET ADDRESS CITY

STATE ZIP MAJOR (COURSE)

ENTRY DATE TRANSFER DATE COMPL. DATE COMPLETION DATE

TYPE OF STUDENT: VA CETA REHAB PAY OTHER

NAME OF COMPANY STREET ADDRESS

CITY STATE ZIP

NAME OF SUPERVISOR YOUR JOB TITLE

CURRENT SALARY PART TIME FULL TIME

ETHNIC CODE:

1. ANGLO
2. INDIAN
3. NEGRO
4. ORIENTAL
5. SPANISH SURNAME
6. OTHER

TO BE SIGNED BY PLACEMENT REGISTRAR

19

APPENDIX E

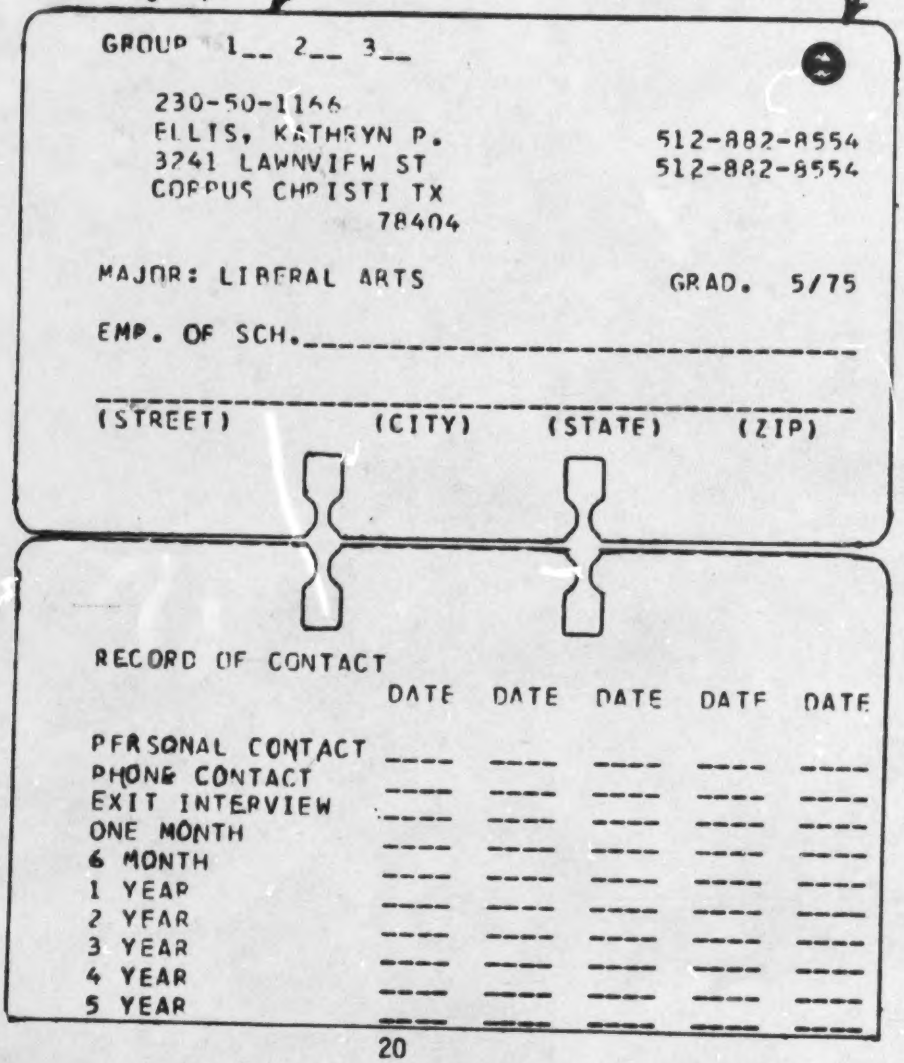
MANUAL RECORD KEEPING SYSTEM

APPLICANT CODES:

1. GROUP
2. QUESTIONNAIRE
   Type A, B, or C
3. TYPE OF CONTACT
   - A. Phone interview
   - B. Exit interview
   - C. Control group

DOT CODE:

1. Yellow - Voc.
2. Green - Tech.
3. Blue - Acad.



APPENDIX F
CRT COMPUTER FOLLOW-UP DATA

SIGN ON

CSSN PS=CODE,NAME=YOUR NAME

LOCKON FLO1(CODE)(SSNO)

CODES

I -- INQUIRY ONLY
U -- UPDATE
A -- ADD NEW STUDENT
D -- DELETE STUDENT

SIGN OFF

LOCKOF
CSSF

ETHNIC CODES

1 -- ANGLO AMERICAN
2 -- AMERICAN INDIAN
3 -- AMERICAN NEGRO
4 -- AMERICAN ORIENTAL
5 -- MEXICAN AMERICAN OR SPANISH SURNAMED
6 -- OTHER

SEX

M -- MALE
F -- FEMALE

VETERAN STATUS

Y -- YES
N -- NO

CETA CODES

1 -- TITLE I
2 -- 112
3 -- 112-76

NOT AVAILABLE FOR WORK CODES

1 -- DISABLED
2 -- PREGNANT
3 -- UNWILLING TO MOVE
4 -- CONTINUING EDUCATION
5 -- MARITAL STATUS CHANGED
6 -- PERSONAL ENRICHMENT
7 -- OTHER

ALLIED HEALTH PROGRAMS		MAJOR CODE
DA	DENTAL ASSISTING	8023
DH	DENTAL HYGIENE	8034
MH	MENTAL HEALTH	8029
NA	NURSES AIDES & ORDERLIES	7922
ORT	OPERATING ROOM TECHNICIAN	8031
RAD	RADIOLOGIC TECHNOLOGY	8033
RN	REGISTERED NURSE	8021
RT	RESPIRATORY THERAPY	8025
LVN	VOCATIONAL NURSE	7821
WC	WARD CLERK	7923
CETA		
C-AB	AUTO BODY	6521C
C-CC	CASHIER CHECKER	5599C
C-CL	CLERICAL	5823C
C-CSI	COSMETOLOGY STUDENT INST.	0001
C-DFT	DRAFTING	8622C
C-DFT	JUNIOR DRAFTSMAN DETAILER	0004
C-FFW	FAST FOOD WHATABURGER	5599C
C-SEC	SECRETARIAL	5824C
C-ST	STENO	0002
C-TR	TRACTOR TRAILER	6530C
C-W	WELDING	6425C
C-W	WELDING (ENTRY LEVEL)	0003
VOCATIONAL		
AB	AUTO BODY	6521
AR	APPLIANCE REPAIR	6223
AM	AUTO MECHANIC	6422
CL	CLERICAL	5823
CO	COMPUTER OPERATOR	6022
COS	COSMETOLOGY	6227
DM	DIESEL MECHANICS	6423
KP	KEY PUNCH OPERATOR	6199
MACH	MACHINE SHOP	6234
P-V	PRE-VOCATIONAL	7003
RAD	RADIO & TV REPAIR	6241
AC	REFRIGERATION	7221
SEC	SECRETARIAL	5824
W	WELDING	6245

TECHNICAL

META	AIR CONDITIONING TECH	7221T
AT	ARCHITECTURAL TECH	8621
DP	DATA PROCESSING	6021
DFT	DRAFTING	8622
EETP	ELECTRICAL ENG. TECH	8822
EETE	ELECTRONIC ENG. TECH	8824
FS	FIRE SCIENCE	6821
LA	LEGAL ASSISTANT	5828
LS	LEGAL SECRETARY	5829
MS	MARINE SCIENCE TECH	8428
MGT	MID MANAGEMENT	5621
PS	POLICE SCIENCE	7021
RE	REAL ESTATE	5423
RM	RESTAURANT MANAGEMENT	5424

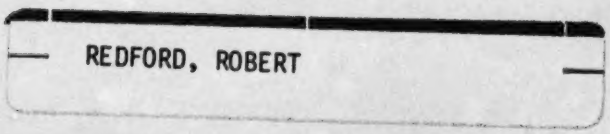
TYPE OF DEGREE CODES

AAS	ASSOCIATE APPLIED SCIENCE
AS	ASSOCIATE SCIENCE
CER	CERTIFIED
NG	NON GRADUATE
AA	ASSOCIATE OF ART
WD	WITHDRAWAL

APPENDIX G

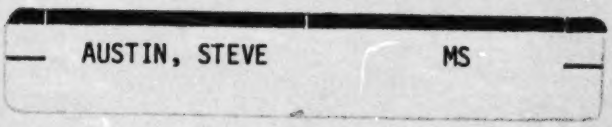
EXAMPLE OF FILING LABELS

ACADEMIC



CETA
(WELDING)

TECHNICAL
(MARINE SCIENCE)



VOCATIONAL
(SECRETARIAL)

ALLIED
HEALTH
(REGISTERED NURSE)

APPENDIX H

QUESTIONNAIRE A

Placement

DEL MAR College

STUDENT FOLLOW-UP

A

DEL MAR COLLEGE

CORPUS CHRISTI, TEXAS 78404

Student Follow-up

Dear Former Student:

We are searching for ways to improve our educational programs.

To help us we ask you to complete this questionnaire. It requires information about your current activities and your earlier community college experience. It will require 10 minutes of your time to complete.

Please complete the questionnaire and return it to us within three days. A pre-addressed and stamped return envelope is enclosed for your convenience.

Thank you for your help.

Very truly yours,

Ronald S. Fite
Director of Placement

Directions:

Mark X opposite each item that best represents your answer(s).

(Please correct name and current address if necessary)

1. ETHNIC ORIGIN

I consider myself as:

__ Anglo American
__ Black or Afro-American
__ American Indian
__ Oriental American
__ Spanish American
__ Other (specify) _____

2. May we request a copy of your transcript (records) from the school you are presently attending, and may we release your records.

___ Yes ___ No

_____
Signature

_____
Date

3. In the area below please give a permanent name, address, and phone number where you can always be reached.

NAME _____ MAJOR _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
PHONE NUMBER _____

4. A. What can we do to help you? _____

_____

B. Please make comments that you feel pertinent. _____

_____

5. Mark the item that best describes your present employment or related status:

__ Full time employment
__ Part time employment
__ College full time
__ Military service
__ Housewife
__ Unemployed
__ Other (specify) _____

IF YOU HAVE NEVER BEEN EMPLOYED FULL TIME SINCE LEAVING THE COLLEGE, GO DIRECTLY TO QUESTION 14.

6. A. Your present job title: _____

B. Please give employer's address: _____
Presently employed __ Yes __ No
Name of employer _____
Street address _____ City _____ State _____ Zip _____
Immediate Supervisor _____

7. Show the approximate distance of your present employment from Del Mar College.

__ up to 25 miles __ 25 - 49 miles __ 50 - 99 miles __ 100 miles and over

8. Was the curriculum you were enrolled in at Del Mar College related to your first job? Your present job?

	First Job	Present Job
Yes, very much	___	___
Yes, somewhat	___	___
No, or very little	___	___

9. If your present job is not related to your Del Mar College curriculum, please check each reason which applies.

__ Could not find a job in field of preparation.
__ Found better paying job in another field.
__ Preferred to work in another field.
__ Qualified for new job by continuing my education.
__ Was not sufficiently qualified for a job in my field of college preparation.
__ Other (specify)

10. Please indicate both your starting monthly salary upon leaving Del Mar College and your present salary. (This information will not be identified with you as an individual, but will be grouped with that from other former students.)

Starting	Salary	Present	Starting	Salary	Present
_____	Up to 400	_____	_____	700-800	_____
_____	400-500	_____	_____	800-900	_____
_____	500-600	_____	_____	900-1000	_____
_____	600-700	_____	_____	1000-up	_____

11. Please rate your satisfaction with your present job in terms of each of the aspects shown below.

	Superior	Good	Fair	Poor
a. Challenging and interesting work	—	—	—	—
b. Relations with colleagues	—	—	—	—
c. Salary	—	—	—	—
d. Opportunity	—	—	—	—
e. Overall aspects of your job	—	—	—	—

12. Please mark the one source most helpful in getting your initial full-time job upon leaving Del Mar College. Mark only one.

— Del Mar College Placement service
— College staff member other than a placement service
— Employer contact at the college
— Texas Employment Commission
— Answered an advertisement
— Relative or friend
— Other (specify)_____

13. Please mark (X) each statement which shows your feelings about the help you obtained at Del Mar College in getting your first job upon leaving.

— The placement office was helpful
— Faculty members were helpful
— Little help was given to me or others in my curriculum
— Faculty members were willing to help, but didn't seem to know what opportunities were available.
— Job placement service was not adequate

ALL PERSONS SHOULD ANSWER QUESTIONS 14 THRU 23.

14. To what extent have you continued your education since leaving Del Mar College? Mark each statement that applies.

— Still enrolled at Del Mar College
— None
— Completed one or more employer training program
— Took courses at another two-year college
— Took courses at a four-year college or university
— Completed an associate degree
— Completed a bachelor's degree
— Completed a master's degree or beyond
— Other (specify)_____

15. If you have continued your education since leaving Del Mar College, please mark each reason for such further education or training which applies to you.

— To prepare for further job opportunities in my present occupation
— To improve my skills and abilities in my present job
— For my own general education and personal satisfaction
— To change occupation
— It is expected of me by my employer
— Other (specify)_____

16. Was the curriculum you were enrolled in at Del Mar College related to your later study, if you have continued your education?

___ Yes, very much ___ Yes, somewhat ___ No, or very little

17. Did you at any time change from one curriculum to another while at Del Mar College? ___ Yes ___ No

18. If your answer to question 17 was Yes, please mark the reason(s) for changing your curriculum as noted below.

___ Dissatisfied with curriculum
___ Dissatisfied with instruction
___ Low achievement
___ Loss of interest
___ Personal problem
___ Little opportunity in this field
___ Parents objected
___ Counselor's advice
___ A wrong choice of curriculum in the first place
___ Changed career goal(s)
___ Other (specify) _____

19. Would you recommend Del Mar College to a person seeking to complete the same program you studied? ___ Yes ___ No

20. How well did Del Mar College prepare you in each of the following aspects?

	Superior	Good	Fair	Poor
a. Technical knowledge and understanding	___	___	___	___
b. Job of learning skills	___	___	___	___
c. Getting along with people	___	___	___	___
d. Self-understanding	___	___	___	___
e. Knowledge about career opportunities in your field	___	___	___	___
f. Communication skills (oral or written)	___	___	___	___
g. General education	___	___	___	___

21. How valuable are each of these aspects of your Del Mar College education to you now? Mark only one answer for each aspect.

	Highly Valuable	Valuable	Some Value	Little or No Value
a. Technical knowledge and understanding	___	___	___	___
b. Job or learning skills	___	___	___	___
c. Getting along with people	___	___	___	___
d. Self-understanding	___	___	___	___
e. Knowledge about career opportunities in your field	___	___	___	___
f. Communication skills (oral or written)	___	___	___	___
g. General education	___	___	___	___

22. Please give your opinion about each of the following aspects of your Del Mar College experience. Mark only one answer for each aspect.

	Superior	Good	Fair	Poor
a. Shop and laboratory instruction	___	___	___	___
b. Academic instruction	___	___	___	___
c. Shop and laboratory facilities and equipment	___	___	___	___
d. All other college facilities	___	___	___	___
e. Counseling given to students	___	___	___	___
f. Social activities	___	___	___	___
g. Interest in students shown by faculty	___	___	___	___
h. Evaluation of student's performance by faculty	___	___	___	___
i. Overall	___	___	___	___

23. If your course of study (major) requires a license, do you have this license?
___ Yes ___ No

ONLY THOSE WHO EARNED AN ASSOCIATE DEGREE SHOULD ANSWER QUESTION 24.

24. In every curriculum, there is a "mix" of courses in (a) applied technical and skills preparation and (b) general education. Please show the proportional "mix" of such courses that you would like to see in your curriculum at Del Mar College.

___ O.K. as is. Don't change it.
___ Increase the proportion of courses in technical and skills areas.
___ Increase the proportion of courses in general education.

ONLY THOSE WHO DID NOT COMPLETE AN EDUCATIONAL PROGRAM AT DEL MAR COLLEGE SHOULD ANSWER QUESTIONS 25 THRU 28.

25. What was your primary educational goal when you initialay enrolled at Del Mar College? Mark only one.

___ Earn a certificate or diploma to improve my employment and career skills.
___ Earn an associate degree or a higher degree.
___ Upgrade technical knowledge and skills in specific fields by taking just one or several courses.
___ Increase my general knowledge and level of education.
___ Other (specify) _____

26. Was the goal you noted above achieved before you left Del Mar College? ___ Yes ___ No

27. What principal reason(s) made you decide to discontinue attendance at Del Mar College? Mark each that applies.

___ Employment
___ Marriage
___ Entered military service
___ Lack of financial support
___ Moved to another area
___ Lack of transportation
___ Personal adjustment problem
___ Lack of interest
___ Low achievement
___ Change in educational goal
___ Completed my educational goal
___ Other

28. Do you intend to return to Del Mar College for additional work? ___ Yes ___ No

DEL MAR COLLEGE

CORPUS CHRISTI, TEXAS 78404

STUDENT FOLLOW-UP

APPENDIX I

QUESTIONNAIRE C

Dear Former Student:

Del Mar College is constantly trying to stay in contact with its graduates. In the past, these follow-ups have been very successful in helping us evaluate our programs.

We are asking that you fill out the attached questionnaire and return it to us immediately. Please use the enclosed, self-addressed, postage paid envelope.

Thank you for your cooperation.

Sincerely,

Ronald S. Fite

Ronald S. Fite
Director of Placement

RSF/isg
Attachment

Phone: 882-6141
Ext. 29

DEL MAR COLLEGE

CORPUS CHRISTI, TEXAS 78404

STUDENT FOLLOW-UP

Social Security Number_____ Date_____

1. Course of Study_____ Date of Graduation_____

2. Name_____ Telephone_____
(Last) (First) (Middle or Maiden)

3. Current Address_____ City_____ State_____ Zip_____

4. Permanent Address_____ City_____ State_____ Zip_____

5. Ethnic Origin: American Indian___ Spanish American___ Other___
Anglo American___ Oriental American___ Black or Afro-American___

6. Attending another school? __Yes __No Name of school_____ Date enrolled__
Number of hours completed_____ Major area of study_____

7. Are you presently employed? __Yes __No __Full time __Part time
Name of present employer_____
Street Address_____ City_____ State_____ Zip_____
Immediate Supervisor_____

8. Would you recommend Del Mar College to a person seeking to complete the same program as you? __Yes __No

OCCUPATIONAL HISTORY (IF ADDED SPACE IS NEEDED, PLEASE USE BACK)

1. Give number of weeks after graduation before obtaining permanent work_____

2. Approximate starting salary?_____ Approximate present salary_____

3. Approximately how many hours per week do you work?_____

4. Do you feel that you received sufficient training to prepare you for your present employment?_____

5. Was course of study/studies sufficient in length or do you feel it would have been better for you if the course was longer/shorter?_____

6. Did the instructor/instructors present a realistic view of working conditions and requirements of industry?_____

7. As you know, employer-employee relations are very important for successful employment. Was this adequately stressed along with work habits and attitude?_____

8. Was the equipment at Del Mar comparable to that used in industry?_____

9. What comments can we make regarding the improvement of the training you received?_____

GENERAL

1. Mark one item that best describes your present status.
__ Employed full time
__ Employed part time
__ College full time
__ Military service
__ Housewife
__ Unemployed
__ Other (specify)_____

2. If your course of study (major) requires a license, do you have this license?_____

3. If currently employed are you satisfied? __Yes __No

4. By signing below you give Del Mar College permission to release your transcript and other records and also give Del Mar College permission to obtain transcripts and other records from other colleges and universities you have attended.

Signature_____ Date_____

APPENDIX J
QUESTIONNAIRE B

CERTIFYING OFFICIAL_____DATE_____

TO BE COMPLETED BY SCHOOL

DATA PROVIDED BY:

___QUESTIONNAIRE ___INTERVIEW ___SCHOOL RECORDS

Postage Will Be Paid by Addressee

No Postage Stamp Necessary If Mailed in the United States

BUSINESS REPLY CARD

First Class Permit No. 342, Corpus Christi, Texas

DEL MAR COLLEGE

101 BALDWIN

CORPUS CHRISTI, TEXAS 78404

STUDENT FOLLOW-UP

DEAR FORMER STUDENT:

DEL MAR COLLEGE IS CONTINUOUSLY SEARCHING FOR WAYS TO IMPROVE ITS EDUCATIONAL PROGRAMS.

TO HELP US WE ASK YOU TO COMPLETE THIS QUESTIONNAIRE. IT REQUIRES INFORMATION ABOUT YOUR CURRENT ACTIVITIES AND YOUR COMMUNITY COLLEGE EXPERIENCE. YOUR RESPONSE WILL BE GROUPED WITH THOSE OF FORMER STUDENTS.

PLEASE COMPLETE THE QUESTIONNAIRE AND RETURN IT TO US WITHIN THREE DAYS.

THANK YOU FOR YOUR HELP.

VERY TRULY YOURS,

Ronald S. Fite

RONALD S. FITE
DIRECTOR OF PLACEMENT

(28)

(DETACH THIS PORTION BEFORE RETURNING)

DEBBIE
4706
CORPUS CHRISTI TX 78416

DENTAL ASSISTING
AUGUST 1975
HOME TEL: 512
WORK TEL:

PLEASE GIVE CORRECT INFORMATION BELOW, IF DIFFERENT FROM ABOVE.
ADDRESS:_____ HOME TEL:_____
WORK TEL:_____

DISREGARD QUESTIONS THAT DO NOT APPLY TO YOU.

YES NO

_ 1 _ WERE YOU ON ACTIVE DUTY IN THE ARMED FORCES OF THE U.S. WHEN YOU COMPLETED THIS COURSE?

_ 2 _ DID DMC PREPARE YOU FOR COURSES YOU ARE TAKING AT ANOTHER COLLEGE OR UNIVERSITY?

_ 3 _ WHAT CAN DMC DO TO BETTER PREPARE STUDENTS WHO ARE CONTINUING THEIR EDUCATION?
_____
_____
_____

_ 4 _ IF CONTINUING EDUCATION PLEASE COMPLETE. MAJOR AREA OF STUDY:_____
SCHOOL:_____CITY:_____
DATE ENTERED:_____
HOURS COMPLETED:_____

_ 5 _ ARE YOU NOW EMPLOYED?

_ 6 _ WORKING MORE THAN 20 HOURS PER WEEK?

_ 7 _ IF NOT EMPLOYED IN AREA OF TRAINING, ARE YOU AVAILABLE?

YES NO

_ 8 _ WORKING IN AREA RELATED TO TRAINING?

_ 9 _ IF YOUR AREA OF STUDY REQUIRES A LICENSE, DO YOU HAVE IT?

_ 10 _ PLEASE INDICATE YOUR SALARY STARTING_____PRESENT_____

_ 11 _ IF YOU ARE WORKING, PLEASE GIVE FOLLOWING INFORMATION:
SUPERVISOR'S NAME_____
COMPANY_____
ADDRESS_____
JOB TITLE_____
JOB DUTIES_____
_____
_____

_ 12 _ GENERAL COMMENTS:_____
_____
_____
_____

_ 13 _ DID YOU USE THE PLACEMENT SERVICE?
PLEASE GIVE YOUR OPINION___
_____
_____

** TECHNICAL-VOCATIONAL MAJORS ** CHECK BELOW WHICH BEST EXPLAINS WHY YOU HAVE NOT BEEN AVAILABLE FOR EMPLOYMENT IN THIS TYPE OF WORK. ( )I BECAME DISABLED AND CANNOT DO THIS TYPE OF WORK. ( )I BECAME PREGNANT, CAUSING ME TO FOREGO A NEW CAREER. ( )I WAS UNWILLING TO MOVE TO A NEW LOCALITY TO TAKE AN AVAILABLE JOB. ( )I HAVE CONTINUED MY SCHOOLING. ( )MY MARITAL STATUS CHANGED, CAUSING ME TO FOREGO A NEW CAREER. ( )I TOOK THE COURSE FOR PERSONAL ENRICHMENT, AVOCATIONAL, OR RECREATIONAL PURPOSES ONLY. ( )OTHER.

STUDENT SIGNATURE: _____ DATE:_____

STUDENT FOLLOW-UP
DEL MAR COLLEGE
BALDWIN AT AYERS
CORPUS CHRISTI, TEXAS
78404

DEBBIE
4706
CORPUS CHRISTI TX
78416

APPENDIX K

POST CARD REMINDER

Dear Former Student:

We recently sent you a questionnaire requesting information about you and your activities since leaving Del Mar College. Since the information is part of a study, it is important that we hear from you.

If you have not already done so, would you please complete the questionnaire and mail it to us today? We appreciate your participation.

Yours very truly,

Ronald S. Fite
Director of Placement

DEL MAR COLLEGE

CORPUS CHRISTI, TEXAS 78404

APPENDIX L

FIRST REMINDER LETTER

PROJECT FOLLOW-UP

Dear Former Student:

We recently sent you a questionnaire requesting information about you and your activities since leaving Del Mar College. We have not received your response, and it is important that we do.

Therefore, we are enclosing another copy of the questionnaire and a pre-addressed, postage-paid return envelope for your convenience.

If you have not completed the questionnaire, please fill in the enclosed copy and mail it to us immediately. All responses will be treated as confidential and will be used only for research purposes. We appreciate your cooperation.

Very truly yours,

Ronald S. Fite

Ronald S. Fite
Director of Placement

RSF/isg

Enclosure

DEL MAR COLLEGE

CORPUS CHRISTI, TEXAS 78404

Placement

APPENDIX M

FINAL REMINDER LETTER

Dear Former Student:

We recently sent you a questionnaire relating to a study of former students at Del Mar College. If you have not completed this questionnaire and returned it to us, would you please take time to do so now?

The purpose of the questionnaire is to obtain information about your activities and feelings about Del Mar College. Each bit of information will be used to evaluate how well Del Mar College serves its students. Please help us by returning the completed questionnaire today.

Your response will be treated in confidence and used with those from other former students for this study.

Very truly yours,

Ronald S. Fite
Director of Placement

RSF/isg

APPENDIX N
EMPLOYER QUESTIONNAIRE

CORPUS CHRISTI, TEXAS 78404

101 BALDWIN

DEL MAR COLLEGE

BUSINESS REPLY CARD

First Class Permit No. 342, Corpus Christi, Texas

No Postage Stamp Necessary If Mailed in the United States

Postage Will Be Paid by Addressee

Dear Employer:

The person listed is a graduate of one of our vocational/technical programs. Since we are aware of the importance of fulfilling employer and student training needs, we periodically conduct follow-up surveys of our graduates to assist us in determining our degree of success. In our survey of graduates, we ask for the name and address of employers for the purpose of making periodic contacts with individuals such as yourself who may be willing to supply us with information regarding an "opinion of the training received by the program graduate."

In this way, we hope to make the best use of our available resources to fulfill your needs. If we can answer any questions or supply additional information about the survey, please let us know. Thank you.

Very truly yours,

Ronald S. Fite

Ronald S. Fite, Placement Director

NAME OF STUDENT _____ SOCIAL SECURITY NUMBER _____

JOB TITLE OF STUDENT _____ MAJOR PROGRAM AREA _____

NAME OF EMPLOYER _____ IMMEDIATE SUPERVISOR _____

1 Please rate the training received by the graduate in the following personal skill areas. Please respond only to those areas you feel are appropriate.

	Very Good	Good	Neutral	Poor	Very Poor
a. Accepting responsibility	1	2	3	4	5
b. Punctuality	1	2	3	4	5
c. Personal initiative	1	2	3	4	5
d. Willingness to learn	1	2	3	4	5
e. Cooperation with co-workers	1	2	3	4	5
f. Cooperation with management	1	2	3	4	5
g. Work attendance	1	2	3	4	5
h. Work attitude	1	2	3	4	5
i. Personal appearance	1	2	3	4	5
j. Compliance with policies	1	2	3	4	5

2 Please rate the training received by the graduate in the following technical skill areas. Please respond only to those areas you feel are applicable to the occupational area.

	Very Good	Good	Neutral	Poor	Very Poor
a. Mathematical skills	1	2	3	4	5
b. Technical knowledge	1	2	3	4	5
c. Organizational ability	1	2	3	4	5
d. Communication skills	1	2	3	4	5
e. Problem solving skills	1	2	3	4	5
f. Work quality	1	2	3	4	5
g. Work quanity	1	2	3	4	5
h. Manual dexterity	1	2	3	4	5
i. Meeting the public	1	2	3	4	5
j. Following instructions	1	2	3	4	5
k. Operation of equipment	1	2	3	4	5

3 What is your overall rating of the training received by the graduate named as it relates to the requirements of his or her job.

1 ☐ Very good
2 ☐ Good
3 ☐ Neutral
4 ☐ Poor
5 ☐ Very poor

4 What, in your opinion, is the job outlook for the voc-tech college graduate of the program completed by the employee named.

Present		Future
1 ☐	Very good	1 ☐
2 ☐	Good	2 ☐
3 ☐	Neutral	3 ☐
4 ☐	Poor	4 ☐
5 ☐	Very poor	5 ☐

5 As a result of the graduate's college training, how would you rate his or her preparation in relation to other employees without such college training?

1 ☐ No basis for opinion
2 ☐ Graduate is better prepared
3 ☐ Both are about the same
4 ☐ Graduate is less prepared

6 To what extent, if any, has the graduate's college training added to his or her ability for job placement and advancement?

1 ☐ Very much
2 ☐ Much
3 ☐ Neutral
4 ☐ Very little
5 ☐ None

7 What was the primary source(s) for the initial hiring of the graduate named?

1 ☐ Employment agency
2 ☐ College faculty member
3 ☐ College job placement office
4 ☐ Mutual acquaintance
5 ☐ Applicant applied on own initiative
6 ☐ Other (describe) _____

What, in your opinion, are additional areas of training (job titles, skills, etc.) in which our college should become involved?

What suggestions do you have for improving the technical and/or personal skills of future graduates?

PLACEMENT, FOLLOW-UP
DEL MAR COLLEGE
BALDWIN AT AYERS
CORPUS CHRISTI, TEXAS
78404

DEL MAR COLLEGE

CORPUS CHRISTI, TEXAS 78404

Placement

APPENDIX O

FOLLOW-UP REPORT
GRADUATE LVN'S

September 1, 1973 - August 31, 1974

A. STUDENT FOLLOW-UP

1. Number of students studied 142

2. Number responding to follow-up (55) or 38.73%

3. Employment status of graduates responding:

Employed as LVN	(48)	87.27%
Housewife (unemployed)	(4)	7.27%
Continuing education	(1)	1.81%
Military	(1)	1.81%
Employed in other related filed	(1)	1.81%

4. Salary Rates

Low	390 Per Month
High	550 Per Month
Average	467 Per Month

5. Number that were satisfied and that would recommend their training at Del Mar College as LVN'S - 100%

6. Number of employed LVN's that are satisfied with their present LVN position:

Satisfied	90.00%
Not Satisfied	10.00%

7. Number of LVN graduates

Licensed	93.0
Not Licensed	3.5
No response	3.5

8. Ethnic Origin

Anglo	42%
Mexican American	51%
Black	7%

9. Types of Employment (Places)

Hospitals	69% as LVN
Nursing Homes	7% as LVN
Other	4% as LVN
Doctor's Office	7%
Housewives	5%
Unemployed	2%
Continuing Education	2%
Military	2%
F/T Employment - Not Related	2%

B. EMPLOYER FOLLOW-UP

1. Employer Returns
   51% Response

2. Over all rating of graduates

Excellent	39%
Good	52%
Fair	9%
Poor	0%

3. Types of assignments
   A. Medications, charge & patient care
   B. Team leader on med-surgical floor
   C. Donor room technician level III
   D. Charge Nurse
   E. Inventory control, purchasing, minor surgical procedures under supervision
   F. Floor nurse or Staff nurse (General Duty)
   G. Staff LVN
   H. Bedside nursing, assists with more difficult tasks when needed
   I. Team member & leader (Patient Care)
   J. Bedside nursing (Total Patient Care)
   K. Counseling, assist physicians
   L. Nursery
   M. Office nurse

APPENDIX P

*Notes New Program
tes Aug. Graduates
* otes Partial Aug Graduates

STUDENT PLACEMENT
Date: September 5, 1975
GRADUATE FOLLOW-UP RESPONSES OF MAY - AUG 1974 and
MAY 1975 DEL MAR COLLEGE GRADUATES FROM
VOCATIONAL, TRADE AND CAREER PROGRAMS

These are follow-up results and in no way should they be represented as total number of graduates employed.

MAY-AUG 1974 GRADUATES ONE YEAR FOLLOW-UP RESULTS						(PROSPECTIVE) MAY 1975 GRADUATES ONE MONTH FOLLOW-UP RESULTS					
MAJOR	Number of Graduates	Number Responding to Follow-Up	Percentage Responding	No. Respond-ing employed in area trained	Avg. Monthly Starting Salary (40 hr.wk.)	MAJOR	Number of Graduates	Number Responding to Follow-Up	Percentage Responding	No. Respond-ing employed in area trained	Avg. Monthly Starting Salary (40 hr.wk.)
LLIED HEALTH						ALLIED HEALTH					
ental ssistant	15	3	20.00	3	410.00	Dental Assistant	** 18	0	0	0	0
ental ygiene	14	7	50.00	6	646.00	Dental Hygiene	14	5	35.71	4	736.00
egistered urse (RN)	46	24	52.19	21	638.00	Registered Nurse (RN)	** 61	0	0	0	0
ocational urse (LVN)	142	98	69.01	95	422.00	Vocational Nurse (LVN)	*** 159	63	39.62	60	433.00
adiologic echnology	0	0	0	0	0	Radiologic Technology	* 0	0	0	0	0
ECHNICAL						TECHNICAL					
rchitectural rafting	14	5	35.71	3	391.00	Architectural Drafting	9	4	44.44	3	504.00
ata rocessing	27	12	44.44	10	480.00	Data Processing	25	12	48.00	10	593.00
rafting echnology	4	1	25.00	1	500.00	Drafting Technology	3	2	66.66	2	650.00
lectrical ngr. Tech.	5	5	100.00	5	670.00	Electrical Engr. Tech.	3	1	33.33	1	765.00
lectronic ngr. Tech.	17	10	58.83	10	717.00	Electronic Engr. Tech.	17	6	35.29	3	689.00
egal ssistant	0	0	0	0	0	Legal Assistant	4	2	50.00	0	0
egal ecretary	0	0	0	0	0	Legal Secretary	6	3	50.00	2	465.00
ar Science e ch.	7	5	71.42	5	566.00	Marine Science Elect. Tech.	7	3	42.85	3	496.00
ental ealth	0	0	0	0	0	Mental Health	10	4	40.00	2	400.00
olice cience	31	22	70.96	21	653.00	Police Science	17	10	58.82	10	663.00
estaurant anagement	24	17	70.83	17	800.00	Restaurant Management	13	3	23.07	3	803.00
id-anagement	0	0	0	0	0	Mid-Management	2	1	50.00	0	0
NDUSTRIAL						INDUSTRIAL					
ppliance epair	17	7	41.17	7	537.00	Appliance Repair	9	6	66.66	6	882.00
utomotive echanics	48	15	31.25	15	579.00	Automotive Mechanics	40	11	27.50	9	636.00
lerical	22	22	100.00	21	440.00	Clerical	11	5	45.45	5	433.00
omputer perator	22	6	27.27	6	460.00	Computer Operator	20	12	60.00	8	463.00
osmetology	9	3	33.33	3	400.00	Cosmetology	5	2	40.00	2	425.00
iesel echanics	17	11	64.70	11	725.00	Diesel Mechanics	15	6	40.00	6	678.00
achine Shop	20	8	40.00	8	582.00	Machine Shop	13	4	30.76	4	848.00
adio & TV	37	8	21.62	4	383.00	Radio & TV	19	6	31.57	5	625.00
efrigeration & imate Control	30	4	13.33	4	725.00	Refrigeration & Climate Control	18	4	22.22	3	637.00
ecretarial	30	25	83.33	25	442.00	Secretarial	25	9	60.00	8	455.00
elding	40	11	27.50	8	675.00	Welding	49	13	26.53	11	853.00

APPENDIX Q

INSTRUCTIONS FOR INTERVIEWER

1. Identify yourself.

   Example: John Doe
   Del Mar College

2. Explain your purpose for contact.

3. If individual does not know how to respond, give examples.

4. Mark responses carefully on interview sheet.

5. Stay with questions. Do not stray from pertinent information.

6. Close interview with, "We will be in contact in the future.
   Thank you for your cooperation."

APPENDIX R

SUGGESTIONS:

1. Why the study?

   The information gathered will be used to get a better picture of our students and their reactions to experiences at college and later. We hope that this information will help us develop more effective programs to serve our students.

2. Why the Phone or Exit Interview?

   We are contacting a portion of those who will be included in the study by various means. We wonder if these methods of contact will increase our total response.

3. Why do you need to know my salary?

   We are attempting to find the ranges of initial salaries so we can better counsel students as to what they can expect in different entering professions. We are interested in your later salary to help us evaluate whether your training helped you progress in your job.

4. If contact is totally resistant or refuses to respond: Tactfully close the interview as pleasantly as possible.

5. If parent, spouse or brother/sister states that he is not home:

   Ask how to contact him now, or ask when he will return home. Explain that you are going to take just 3 minutes to survey his college experiences. (you are not a salesman or bill collector)

6. If parent, brother or sister states that he doesn't live there anymore:

   Ask for new number. Again assure them that your purpose is to get some information about his college and later experience.

APPENDIX S
VA FORM 22-8722

Form Approved
OMB No. 76-R0668

OCCUPATIONAL GRADUATE EMPLOYMENT QUESTIONNAIRE

REPORTS CONTROL SYMBOL 22-12

IMPORTANT-Read instructions on reverse carefully before completing this questionnaire.

1. WERE YOU ON ACTIVE DUTY IN THE ARMED FORCES OF THE U.S. WHEN YOU COMPLETED THIS COURSE?

☐ YES *(If "YES," no further questions need to be answered)* ☐ NO *(If "NO," continue to question 2A)*

2A. SINCE COMPLETING THIS COURSE OF TRAINING, HAVE YOU WORKED IN AN OCCUPATION DIRECTLY RELATED TO THIS TRAINING?

☐ YES *(If "YES," complete Items 2B and 2C and then skip to Item 6A)* ☐ NO *(If "NO," continue to question 3A)*

2B. OCCUPATION AND MOST IMPORTANT DUTIES OR ACTIVITIES	2C. NAME AND ADDRESS OF THAT EMPLOYER

3A. SINCE COMPLETING THIS COURSE OF TRAINING HAVE YOU WORKED IN A CLOSELY RELATED JOB, COMPARABLE IN LEVEL TO THE TYPE OF WORK FOR WHICH THIS COURSE PROVIDED TRAINING? *(Answer "yes" only if the skills you have used from this course are essential for satisfactory performance of the "closely related" job.)*

☐ YES *(If "YES," complete Items 3B and 3C and skip to Item 6A)* ☐ NO *(If "NO," continue to question 4A)*

3B. OCCUPATION AND MOST IMPORTANT DUTIES OR ACTIVITIES	3C. NAME AND ADDRESS OF THAT EMPLOYER

4A. SINCE YOU ANSWERED "NO" TO QUESTIONS 2A AND 3A, ABOVE, HAVE YOU BEEN AVAILABLE FOR EMPLOYMENT IN THE TYPE OF WORK FOR WHICH THIS COURSE PROVIDED TRAINING?

☐ YES *(If "YES," skip to Item 6A)* ☐ NO *(If "NO," complete Item 4B)*

4B. CHECK THE BOX BELOW WHICH BEST EXPLAINS WHY YOU HAVE NOT BEEN AVAILABLE FOR EMPLOYMENT IN THIS TYPE OF WORK

☐ I BECAME DISABLED AND CANNOT DO THIS TYPE OF WORK
☐ I BECAME PREGNANT, CAUSING ME TO FOREGO A NEW CAREER
☐ I WAS UNWILLING TO MOVE TO A NEW LOCALITY TO TAKE AN AVAILABE JOB
☐ I HAVE CONTINUED MY SCHOOLING
☐ MY MARITAL STATUS CHANGED, CAUSING ME TO FOREGO A NEW CAREER
☐ OTHER REASONS *(Explain)*
☐ I TOOK THE COURSE FOR PERSONAL ENRICHMENT, A AVOCATIONAL, OR RECREATIONAL PURPOSES ONLY *(Not under the G.I. Bill)*

5. REMARKS

6A. SIGNATURE OF GRADUATE	6B. DATE SIGNED	6C. GIVE TELEPHONE NUMBER WHERE YOU CAN BE REACHED

THIS IS THE END OF THE QUESTIONNAIRE. THANK YOU FOR YOUR COOPERATION. PLEASE RETURN THE COMPLETED QUESTIONNAIRE IN THE ENCLOSED, PRE-ADDRESSED ENVELOPE. PLEASE MAIL IT TODAY

TO BE COMPLETED BY SCHOOL

DATA PROVIDED BY:

☐ QUESTIONNAIRE ☐ INTERVIEW ☐ SCHOOL RECORDS

DATA AUTHENTICATED BY: *(Signature and Title of school official)*	DATE

VA FORM MAY 1975 **22-8722** 537332

(Insert school name and address or letterhead)

NAME OF GRADUATE

ADDRESS OF GRADUATE

School records show that you completed the following course on the date shown:

TITLE OF COURSE *(Program)* DATE COMPLETED

We are required by Public Law 93-508 to obtain information for all persons completing the course identified above. This information will be provided to the State approving agency which approves courses for veterans training under the GI bill. It may also be made available to certain agencies of the Federal government.

THE INFORMATION YOU PROVIDE WILL BE USED FOR STATISTICAL PURPOSES ONLY AND YOU WILL NOT BE IDENTIFIED IN REPORTS PREPARED FROM THESE DATA.

Please provide answers to questions on the other side of this page. The instructions for each question are given below. If your address has changed from the one shown above, please give your new address in item 5 (Remarks).

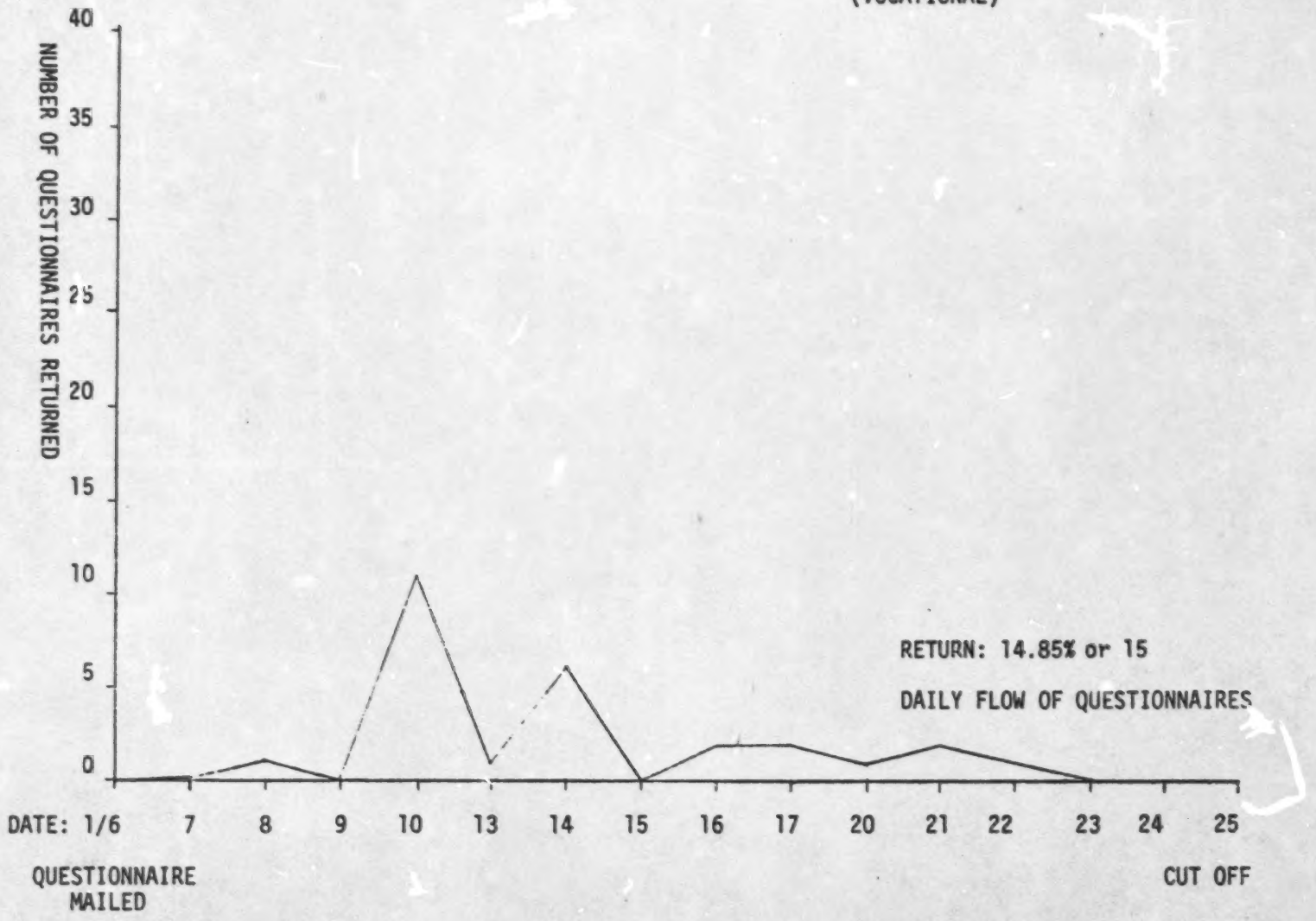
Question 1: This question is intended to identify only those persons who were on active duty in the Armed Forces of the U.S. at the time they COMPLETED this course. Persons answering "YES" to question 1 should not complete the remainder of the questionnaire but should return it in the enclosed, pre-addressed envelope.

Question 2: This question is intended to identify persons who have worked in the specific occupational category for which the course was designed to provide training.

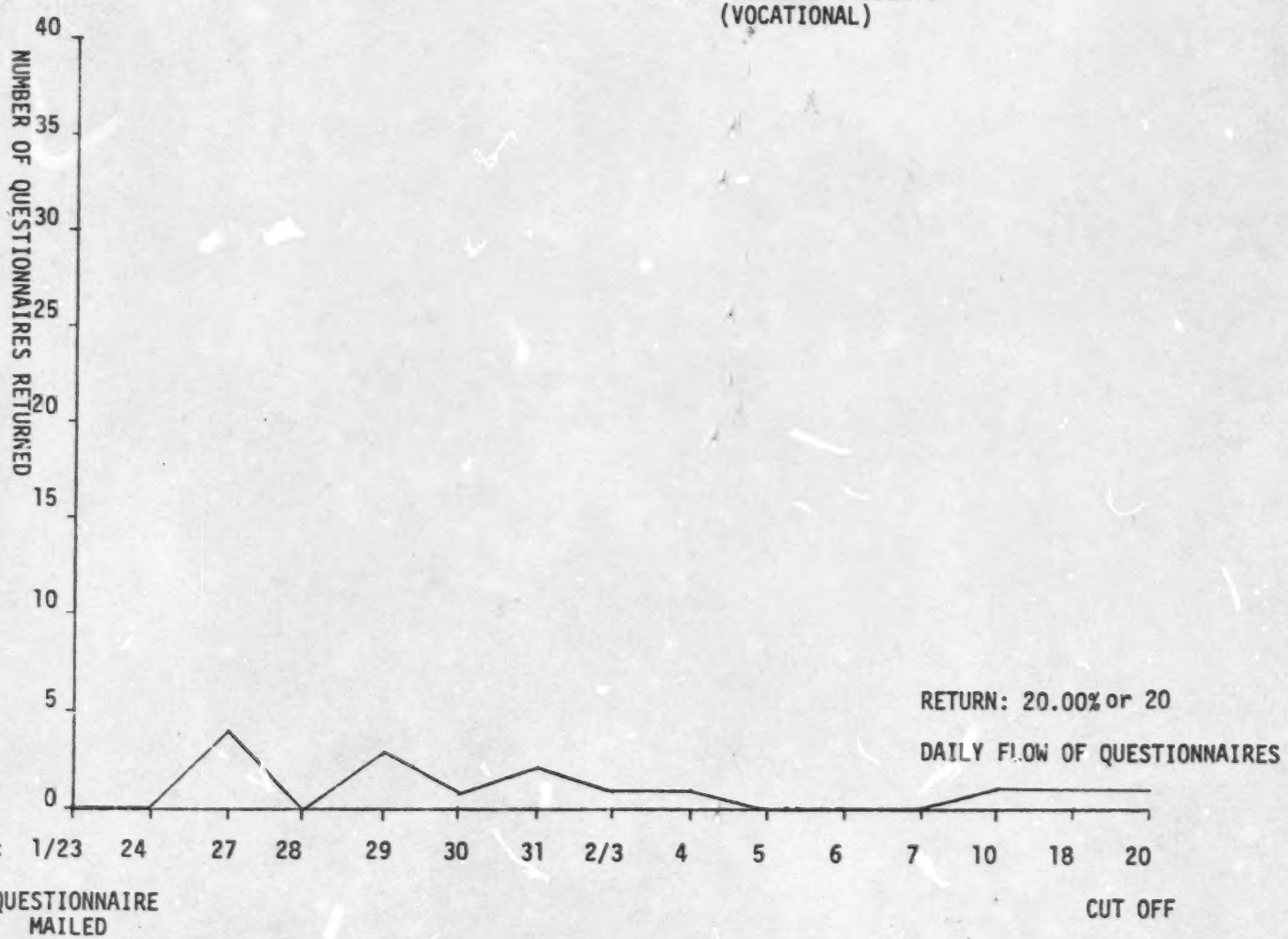
Question 3: This question is intended to identify persons who have worked in an occupational category of comparable level which is closely related to the occupational category for which the course was designed to provide training. You should answer "YES" only if the skills you have used from this course are essential for satisfactory performance of the "closely related" job. (For example: A keypunch operator is not a closely related job for a computer operator course; a local delivery truck driver is not a closely related job for a large diesel tractor trailer operator course.)

Question 4: This question is intended to identify persons who have not been available for employment in a directly related or closely related occupational category or who have been unwilling to accept a reasonable offer of such employment.

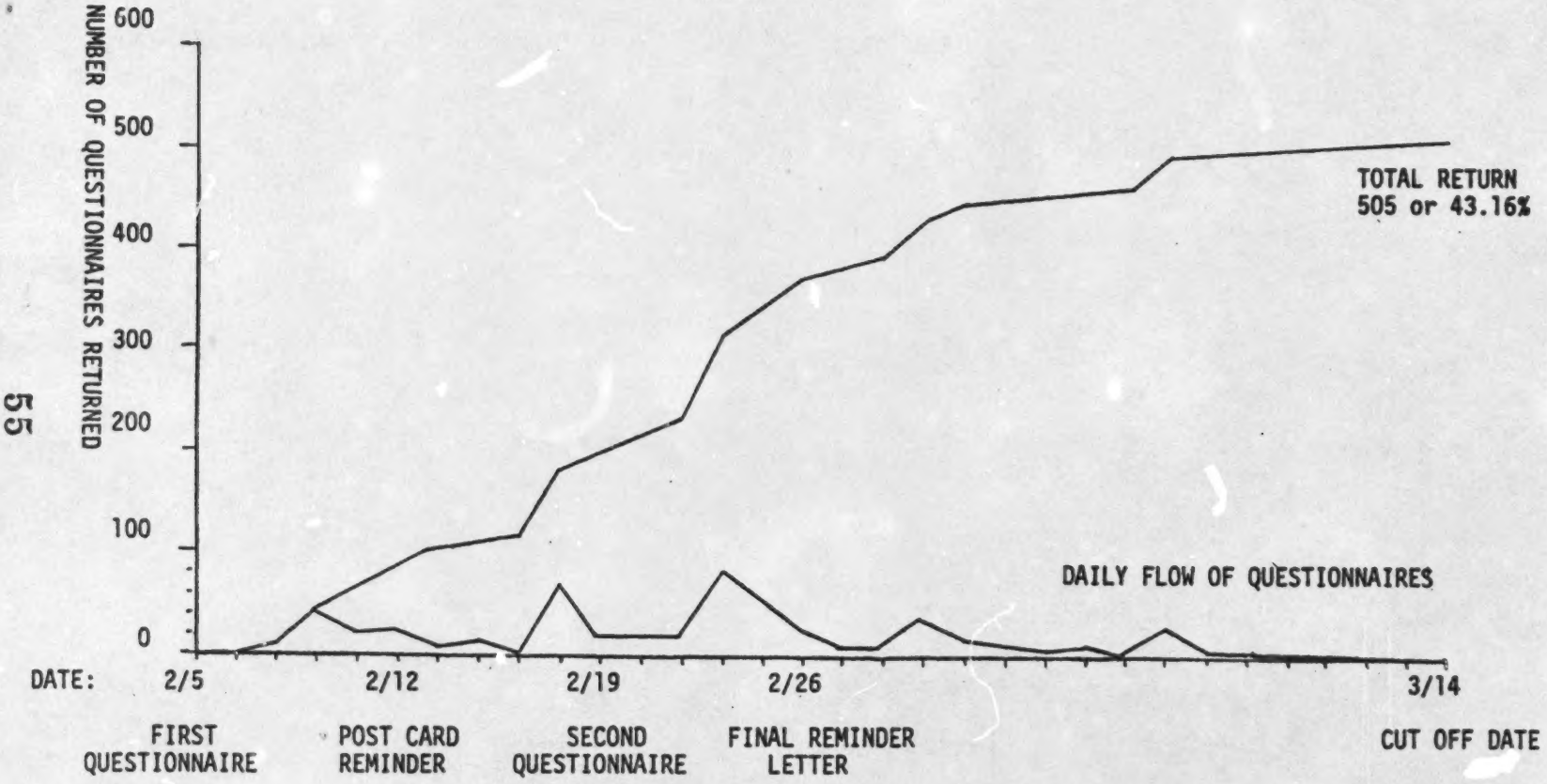
RESULTS OF 175(74-75) COMPLETING & NON-COMPLETING
DEL MAR COLLEGE STUDENTS
(VOCATIONAL)



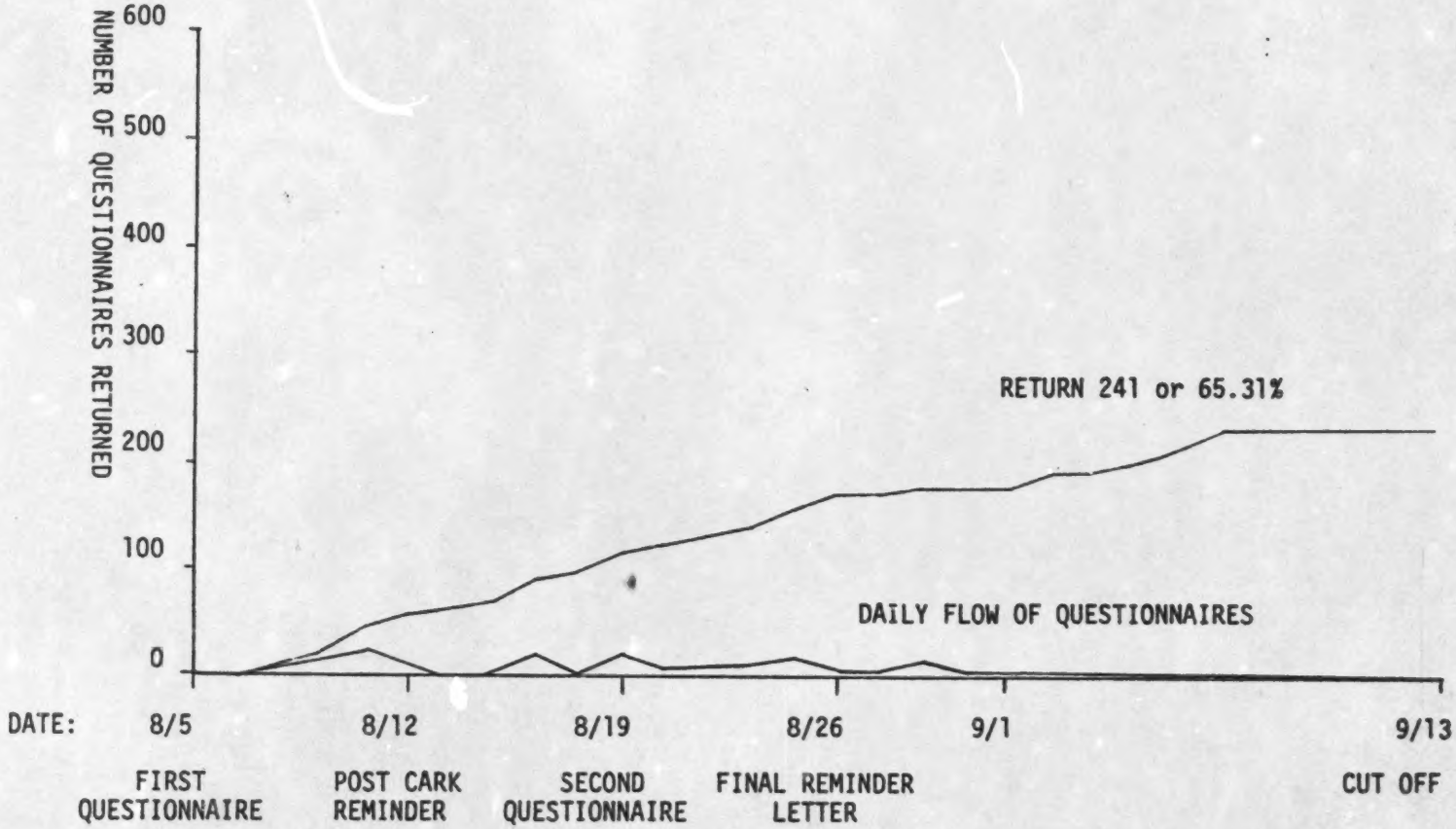
RESULTS OF 75(74-75) COMPLETING & NON-COMPLETING
DEL MAR COLLEGE STUDENTS
(VOCATIONAL)



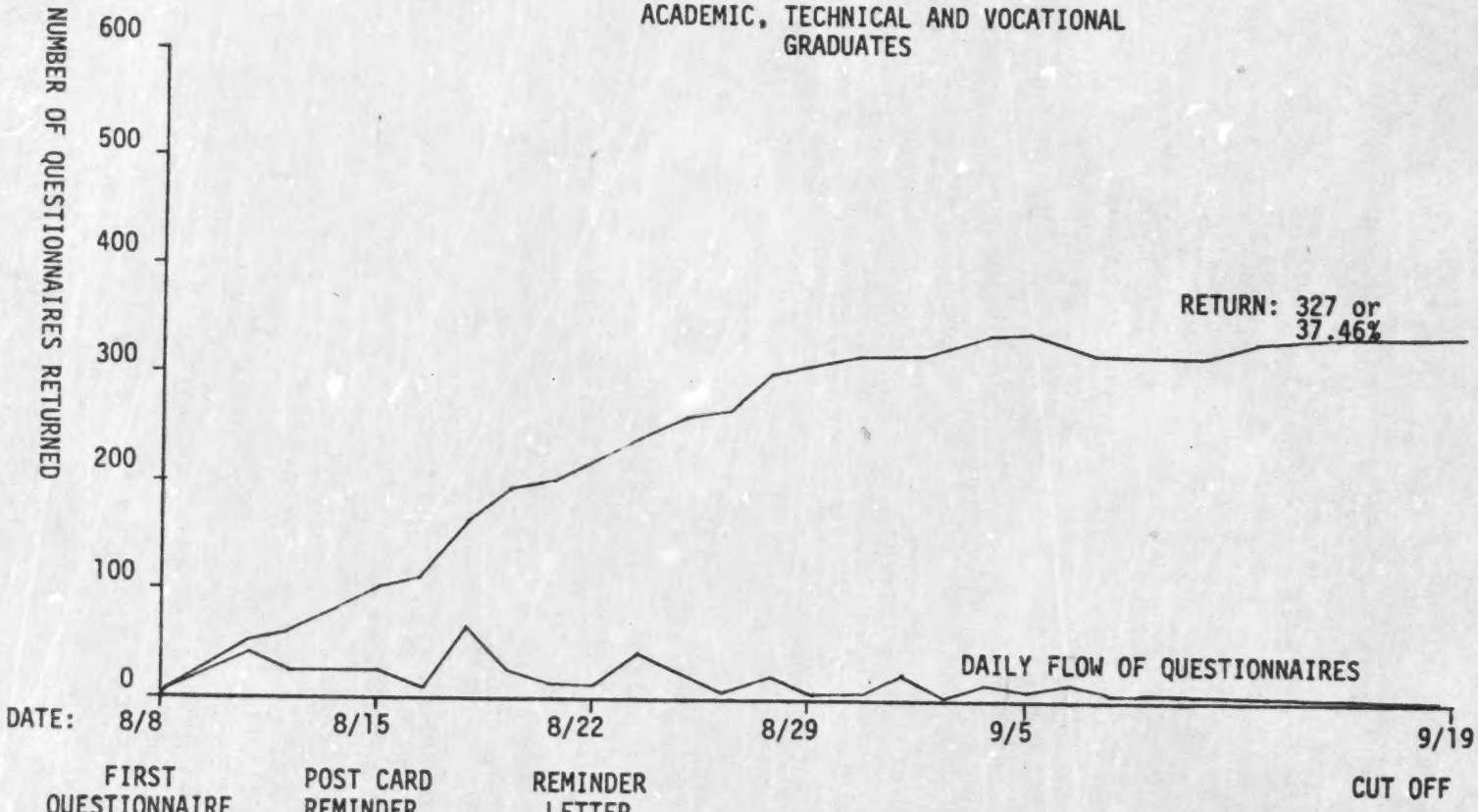
RESULTS OF 1170 (73-74) GRADUATE FOLLOW-UP
DEL MAR COLLEGE
ACADEMIC, TECHNICAL AND VOCATIONAL
GRADUATES



RESULTS OF (369) (3-1-73/2-28-75) VA FOLLOW-UP
DEL MAR COLLEGE
VOCATIONAL CERTIFICATE GRAD'S



RESULTS OF (873) MAY 1975 GRADUATE FOLLOW-UP
DEL MAR COLLEGE
ACADEMIC, TECHNICAL AND VOCATIONAL
GRADUATES



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LOS ANGELES
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